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CHEYENNE AND ARAPAHO TRIBES



# GUIDELINES

REVISED February 1, 2022  
Effective October 2014  
Cheyenne and Arapaho Tribes

## MISSION STATEMENT

The mission of the Cheyenne and Arapaho Tribes HOPE Program is to assist low-income tribal members with supplemental assistance during genuine crisis situations and increase the tribal members' understanding of the need for self-sufficiency in daily living.

## GUIDELINES

The following guidelines distinguish allowable types of assistance that may be provided by the HOPE Program. An application must be completed before assistance can be provided. If assistance has been provided by another tribal program during the same time frame and for the same service, services will be denied. Intentional double-dipping from two (2) or more tribal programs will constitute suspension from each program for a period of (1) year.

For purposes of these guidelines, IMMEDIATE FAMILY MEMBER shall be defined as a husband, wife, father, mother, sister, brother, son or daughter. In questions of guardianship, legal documents must be provided.

Exceptions to any guideline must be approved by the HOPE Program Director.

Certain services are INCOME BASED and are noted as such. The following chart can be used to determine the eligibility of an applicant based on family size and NET income.

NET Income Guidelines Chart								
Household Size	1	2	3	4	5	6	7	8
Income Guidelines	\$23,755	\$29,755	\$35,755	\$41,755	\$47,755	\$53,755	\$59,755	\$65,755

The Hope Program guidelines will be used as a guide for the purpose of providing crisis situation assistance to tribal members. The crisis situations addressed within these guidelines are not meant to be all-encompassing. Other situations will be considered by the HOPE Program Director on a case-by-case basis.

Assistance with prescriptions will be considered on a case-by-case basis; however, for liability reasons, the HOPE Program will not assist with the purchase of any narcotic prescription(s) or eyeglasses.

If a tribal member has exhausted their rental, utility, and food assistance eligibility per the HOPE guidelines and are not eligible during a time of crisis, the tribal member may sign a one-year document stating that if services are provided during an in-eligible period, they will not receive assistance for a one-year time frame. The one year will begin at the time assistance is provided during an ineligible period.

# FOOD ASSISTANCE

Upon application approval, food assistance will be given directly to the client in the form of Wal Mart gift cards.

- A crisis must be documented by the client indicating why he/she is not able to buy/obtain food.
  - Medical emergency
  - Natural/man-made disaster
  - Any other situation not mentioned above
- Amount of food assistance will be based on household size and will only include tribal members.
- Non-tribal members listed on application are not included when determining family size.
- If applicant or household member is/was included on another application, that person will not be considered when determining family size.
- Only one tribal member (adult or child) per household may apply.
- Guardians must submit court-ordered documents if claiming non-biological children on application.
- Required documents must be provided.
- Food assistance will be provided once every six (6) months from date of service per household.

## MEDICAL

- Patient must be a tribal member or an immediate family member of a tribal member.
- ICU or critically ill documentation must be provided from the medical facility.
- Household is located more than 50 miles one way from hospital where patient is admitted.
- Assistance for food will be given as needed for each ICU admission.
- Assistance for food will be a flat rate of \$60.00 per week, per household.

## DISASTER

- A crisis must be established by the client indicating what kind of disaster he/she has experienced and why he/she is not able to buy food.
  - Natural Disasters: Flood, earthquake, tornado, wildfire, extreme heat/cold, ice storm, blizzard, hail, lightning, or any other weather-related disaster
  - Man-made Disasters: Explosion, riot, fire, terrorist/chemical/nuclear attack, war, or any other disaster created by human intent, negligence, or error
- **Client must utilize all other resources such as Red Cross, FEMA or other agency shelters.**
- Tribal members must utilize the tribal Emergency Response Centers for immediate food and shelter need **FIRST**, if available.
- Residence verification and documentation of damage/disaster must be provided by applicant or obtained by caseworker as soon as possible after declared disaster, not more than 72 hours after disaster.
- HOPE program application must be submitted within the first 72 hours of disaster.
- Assistance for food will be given once per household/per disaster.
- The amount of food assistance will be based on household size.



## RENTAL ASSISTANCE

**Rental Assistance is income based. Applicants should refer to the Income Guidelines Chart.**

Rental assistance will be paid only to the owner/proprietor/landlord upon application approval.

- A crisis must be documented by the client indicating why he/she is not able to pay rent.
- Rental assistance will not be given to different household members living in the same household.
- Late fees will not be paid.
- Tribal member must be a resident of the rental property.
- Required documents must be provided.
- Landlord and client cannot live in the same household. Assistance will be denied.
- If rental assistance is being requested for mobile home units, payment will only be toward the rent and not the lot fee.
- If mobile unit is paid for, assistance can be provided for 60% of the lot fee.

### RENT

- Rental assistance will be 60% of the monthly rent not to exceed \$500.00 max, once every six months from date of service.
- An eviction and/or late notice and a signed lease agreement are required.

### RENTAL DEPOSIT

- Maximum allowable assistance for a rental deposit is \$250.00.
- Assistance for a rental deposit may be obtained once every six (6) months from date of service.
- A copy of the signed lease agreement is required prior to providing rental deposit.

## UTILITY ASSISTANCE

**Utility Assistance is income based. Applicants should refer to the Income Guidelines Chart. Assistance for utilities will be paid directly to the vendor.**

### EMERGENCY UTILITY ASSISTANCE

- A crisis must be documented by the client, indicating why he/she was not able to pay for the utility.
- Reconnect/Service Reinitiating or other such fees will not be paid.
- Utility bills older than two (2) months from the assessment date will not be paid.
- Original disconnect or cutoff documents must be submitted.
- Utility assistance will only be provided to one tribal member per household every six months from date of service.
- Bills, invoices, cut-off notices, etc. in a deceased person's name will not be paid.
- Utility assistance will be 60% of the current cutoff amount not to exceed \$400.00, once every six months from date of service.

## UTILITIES INCLUDE:

- Electric - Pre-paid electric accounts are eligible for assistance. Must provide a daily usage summary.
- Gas
- Water - HOPE will pay 60% of total bill including trash, sewer, etc., up to \$400.00 max every six months from date of service.
- Propane - 150 gallons max and invoice must be provided
- Wood - 2 ricks of wood up to \$400 max every six months from date of service.
- Septic Tank Cleanout up to \$400 max per every six months from date of service.

If any cut off/disconnect utility bill is \$75.00 or less, HOPE will pay the entire bill, once every six months from date of service. Required documents must be provided (current disconnect bill).

## UTILITY DEPOSITS

- Must provide Service Connect (establishing new service) documents.
- Maximum (combined) allowable utility assistance is \$250.00.
- Assistance for utility deposits may be obtained once every six (6) months from date of service.

# TEMPORARY SHELTER/LODGING ASSISTANCE

Assistance for temporary shelter/lodging will be paid to the hotel/motel upon application approval.

- A crisis must be established by the client indicating why assistance with temporary shelter/lodging is necessary.
  - Domestic violence situation
  - Department of Corrections release
  - Emergency medical situation
  - Natural/man-made disaster
- Required documents must be provided.

## DOMESTIC VIOLENCE

- The domestic violence incident must be documented by local law enforcement
- A Protective Order must be filed.
- Application must be submitted within the first 72 hours of the domestic incident.
- Maximum allowable assistance for lodging is (1) hotel room for seven (7) days.

## D.O.C. RELEASES

- Documentation from Department of Corrections must be provided within 2 weeks of release.
- Initial assistance for lodging is (1) hotel room for seven (7) days.
- One additional week of lodging may be provided if Employment Search Form is submitted.

## MEDICAL EMERGENCY

- Patient must be a tribal member or an immediate family member of a tribal member.
- ICU or critically ill confirmation must be provided from medical facility.
- Household is located more than 50 miles one way from the hospital where patient is admitted.
- Assistance for lodging will be given as needed for each ICU/critical care admission.
- Allowable assistance will be one (1) hotel room for one (1) family for a maximum of seven (7) days.  
*(Hotel accommodations for numerous family members will not be considered. The rationale is that the hotel will be used for bathing and minimal sleep by family members of the critically ill patient as it is expected that the family will spend the majority of the time at the hospital with their loved one.)*



- Assistance for lodging will be given on a first-come first-served basis, should multiple households within a family apply for lodging. Kinship report will be referred to if necessary.

### DISASTER

- Natural disaster must be documented: Flood, earthquake, tornado, wildfire, extreme heat/cold, ice storm, blizzard, hail, lightning, or any other weather-related disaster
- Man-made disaster must be documented: Explosion, riot, fire, terrorist/chemical/nuclear attack, war, or any other disaster created by human intent, negligence, or error
- Client must utilize all other resources **FIRST** such as Red Cross, FEMA or other agency shelters.
- Tribal members will utilize the tribal Emergency Response Centers **FIRST** for immediate shelter/lodging needs, if available.
- Application must be submitted within the first 72 hours of disaster.
- Assistance for lodging will be given once per household/per disaster.
- Allowable assistance for lodging is (1) hotel room/one (1) family for a maximum of seven (7) days.

The HOPE Program will not provide temporary shelter for homeless tribal members. Resources will be provided to the tribal member to help with temporary shelter through other means such as night shelters, day shelters, or homeless shelters.

## TRANSPORTATION ASSISTANCE

Assistance for transportation will be paid directly to the client upon application approval.

- A crisis must be documented by the client, indicating why he/she is not able to purchase gas.
  - Domestic violence situation
  - Medical emergency
  - Funeral
- Assistance for transportation is for enrolled tribal member.
- Required documents must be provided.
- Airline tickets or bus tickets will not be provided.
- Shell gas gift cards will be issued to the applicant upon application approval.

### Mileage Chart

Distance	Amount	Distance	Amount
30-50 mi	\$50.00	601-650 mi	\$125.00
51-100 mi	\$50.00	651-700 mi	\$125.00
101-150 mi	\$50.00	701-750 mi	\$125.00
151-200 mi	\$50.00	751-800 mi	\$150.00
201-250 mi	\$50.00	801-850 mi	\$150.00
251-300 mi	\$50.00	851-900 mi	\$150.00
301-350 mi	\$75.00	901-1000 mi	\$175.00
351-400 mi	\$75.00	1001-1050 mi	\$175.00
401-450 mi	\$75.00	1051-1100 mi	\$175.00
451-500 mi	\$100.00	1101-1200 mi	\$200.00
501-550 mi	\$100.00	1201-1250 mi	\$200.00
551-600 mi	\$100.00	1251-1300 mi	\$200.00
		1301 and over	\$250.00

### DOMESTIC VIOLENCE

- Client must have sought assistance from the Tribes' domestic abuse program.

- The domestic violence incident must be documented by local law enforcement.
- There has been a Protective Order filed in the incident.

### **MEDICAL EMERGENCY**

- In order to receive transportation assistance, the applicant or patient must be a tribal member.
- Applicant must be an immediate family member as defined on the first page of this document.
- Residence is more than 50 miles one way from hospital or applicant has opted out of tribal temporary shelter assistance (motel).
- Transportation assistance will not be provided if client is assisted with lodging.
- Assistance for transportation will be given as needed for each hospital admission.

### **FUNERAL**

- Transportation assistance is only granted when attending a funeral outside the state of residence.
- Assistance for transportation may be granted to attend a funeral of an immediate family member—applicant must be a tribal member.
- Assistance will be given as needed for each funeral.



## SERVICES & REQUIREMENTS

# HOPE

## HELPING OUR PEOPLE EXCEL

ASSISTANCE PROVIDED														Income Based Service	Application provided 1x Annually	CDJIS (if enrolled)	Original Utility Clerk Notice	Signed Lease	Eviction Notice	Denial for Services/Agency Referral	Receipts Required	Guardianship Documents	Emergency Search Form	Police Report / VPO	Kinship Report	DOC Release Papers		
FOOD																												
General																												
Medical Emergency																												
Disasters																												
RENT																												
General																												
Rent Deposit																												
SHELTER/LODGING																												
Domestic Violence																												
D.O.C. Releases																												
Medical Emergency																												
Disaster																												
TRANSPORTATION																												
Domestic Violence																												
Medical Emergency																												
Funeral																												
UTILITY																												
General																												
Utility Deposits																												

# HOPE

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